

Instructions for the Completion of A-19-1A Invoice Voucher

If you have any questions, contact Lori Guerrero: lguerrero@secstate.wa.gov or 360-902-4169.

Please use the Invoice Voucher, A-19.

1. Fill in the name and mailing address of your agency in the vendor or claimant box.
2. The designated project manager for your agency or jurisdiction is required to sign the invoice voucher under the Vendor's Certificate.
3. **Contract No.** - see your copy of the Grant Agreement. The contract number is in the upper right hand corner.
4. **Amendment No.** – See your copy of the Amendment. The number is in the middle of the page.
5. **Type of Request** - Mark payment choice based upon type of payment you are requesting. A Final payment request should be requested when the vendor is paid in full. Be sure to include proof of vendor payments when requesting reimbursement or final payments.
6. **Date** - insert date the invoice voucher is being completed.

Once the form is completed and signed, mail it with the required accompanying backup documentation to:

Attention: Lori Guerrero
Secretary of State's Office
Elections Division
Post Office Box 40229
Olympia, Washington 98504-0229